

Opening Date:	September 28, 2007	Closing Date:	Open until filled
Job Title:	Coordinator of ADR Roster and Data Management	Position Type:	Regular Full Time
PIN:	084574	FLSA Status:	Exempt
Location:	The District Court of Maryland Alternative Dispute Resolution Office Annapolis, Maryland	Grade/Entry Salary Range:	J13 \$43,292 - \$51,745 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The Coordinator of ADR Roster and Data Management, CARDM is responsible to develop and maintain a system to manage all District Court ADR Practitioners, and coordinate the collection and maintenance of data from them. It is the responsibility of the CARDM to coordinate all ADR Practitioner scheduling, whether regular or on a special needs basis, and to develop and manage the volunteer database and the collection of all regular data from each ADR session, including the ADR Practitioner Activity Reports and the ADR Participant Feedback forms. In many aspects of performing his/her duties, the CARDM will work closely with the Regional Program Directors, the Program Development and Community Outreach Director and the Quality Assurance Director. The CARDM will initiate new work as needed to fulfill the goals as stated herein, and always using a collaborative approach in so doing. This position requires collaborative work but it also requires independent work, and often without direct instruction. Candidate must have the ability to travel around the State, and occasionally around the country.

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: Five years of related work experience, two of which involved customer service.

Preferred: Experience in Multilingual skills. Knowledge of budgetary process and procurement procedures.

Skills/Abilities: Knowledge of mediation, court and legal systems, court rules, and other forms relating to ADR. Outstanding written and oral communication skills, negotiation and diplomacy (interpersonal) skills, collaborative problem solving skills, group facilitation skills, dynamic presentation and public speaking skills. The ability to work with diverse stakeholders (such as judges, attorneys, courthouse personnel, and the general public) and plan large meetings and events. The ability to be a self-starter and to work as a member of a team or independently as the tasks warrant. Ability to set priorities and manage multiple projects simultaneously. Must be computer literate to include word processing, spread sheets, powerpoint, proficient database knowledge, and e-mail. Valid Maryland Drivers license with good driving record. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.